



CITY OF NEWPORT NEWS

PERSONNEL ADMINISTRATIVE MANUAL

Effective Date: 3/01/90

SECTION 504	SUBJECT EXIT INTERVIEWS
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An exit interview will be conducted whenever possible with each regular employee who terminates his/her employment with the city for any reason including, but not limited to, resignation, discharge or retirement. The primary objectives of the exit interview program are to provide a means of standardizing the collection and dissemination of information regarding comments by terminating employees and to utilize the information obtained in resolving job related problems so that employees may be retained.

The Personnel Department is responsible for the administration of the exit interview program, including the development of any forms and record keeping systems necessary. The department head or designated representative is responsible for notifying the Personnel Department of an employee's impending termination as soon as the department receives notice from the employee and for arranging an appointment for the exit interview with a member of the Personnel Department staff. The interview will be conducted on or before the employee's last day of work, during normal work hours, if possible. Information resulting from exit interviews will be released periodically in summary form to the City Manager and department heads.

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AMENDS/SUPERSEDES SECTION 512, DATED 5/26/82	REFERENCES	APPROVAL: 
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